



Service Desk Informer

Providing Our Customers with Updates & Changes

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SERVICE DESK
410-260-7778



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410-974-5060

Don't want to call? Use our email
option:

E-mail:
SERVDESK@DBM.STATE.MD.US



IMPORTANT Stuff for April March Closing

The month of March will be closed in R*STARS on April 18, 2005. This means the last day for processing March data will be April 15, 2005.



2006 Profile Rollover

The Profile Rollover for 2006 will be completed on April 15, 2005. Agencies that do not want the rollover to be completed for 2006, please contact the service desk (410-260-7778) by April 12, 2005.

Once the rollover occurs and after the 25 Agency Control Profile has been set up for FY 2006, users may create purchase orders for FY 2006. Check out the BBS for Easy Steps on the 25 screen.

Start Looking –

At encumbrance reports now. Compare the DAFR6320 with ADPICS 210 & 212 reports to make sure they're in agreement.

Attention: Security Officers

The Year End Close process is about to begin. Please double-check any of the employees in your agency who may be involved with this procedure and make sure that the necessary security is available for them to process prior month/year posting.

Don't forget to also check the work hour and workday that is also attached to their security. Any changes that need to be made must be sent to our Security Department. Don't wait until the last minute to verify this information. If you have any questions, please call the Service Desk.





Visit the Bulletin Board!

<http://www.dbm.state.md.us/bbs>

If you do not want to be on our mailing list, please email us – SERVDESK@dbm.state.md.us and type the following in the message body: unsubscribe newsletter

Changes to the ADPICS 2440 Screen

Changes were made and migrated to the production region that will limit the display on the 2440 - Purchase Orders/Contracts by Vendor screen. Now you will only be able to view Purchase Orders based on your Agency security. This change should greatly reduce the amount of information you previously had to page through to find the information related to your particular Agency.

Attention FOCUS Customers



We recently had some FOCUS issues and the best way to notify our customers is by sending out emails to them. If you did not receive any emails from our Department recently dealing with FOCUS issues, please contact the Service Desk so we can make sure we add you to our distribution list. Thanks!

Remember ...

With Year End Close approaching, remember you can always email us. Just make sure you give us your name, Agency, phone number, and a brief description of the problem or question. Make sure you have something in the Subject of the email or it will not be delivered to us.

We are currently short staffed so your patience with us will be greatly appreciated. We will do our best to continue serving you as soon as possible.

servdesk@dbm.state.md.us

Look to the bbs for information related to FMIS YEC issues!

<http://www.dbm.state.md.us/bbs>

user id - bbsuser
password - bbsstate1

Fixed Asset Modifications

On March 23, 2005, the following modification went to production for Fixed Assets reports DAFR8270 and DAFR8290 to suppress properties with out serial numbers. The reports have been kept in serial number order and the special selects are the same.

DAFR8270 FIXED ASSET INVENTORY BY SERIAL NUMBER

SS1-allows the user to select records associated with a specific Class Code

SS2-allows the user to select records associated with a specific Location 1

DAFR8290 FIXED ASSET INVENTORY BY AGENCY AND SERIAL NUMBER

SS1-allows the user to select records associated with a specific Location 1

SS2-allows the user to select records associated with a specific Class Code